

## Online Permit Application Submission Requirements

When applying for a building permit online to construct and/or renovate, Ontario Building Code (OBC) compliant document submissions are required for the following classifications:

Single family dwelling, house, group home, townhouse, row house, detached, semi-detached, duplex, multiplex, additional dwelling unit (ADU), deck, shed, garage, gazebo, pergola, sunroom or any other residential accessory structure.

**Before** you begin the online application process, please ensure the following information is available to upload in flattened PDF file format. **Applicants are required to upload** the following documents as separate attachments based on each of the categories described below.

### Small Residential Building Permits

House, Row or Townhouse (New, Addition, or Renovation)	Owner Declaration or Agent Authorization	Permit Application Form	Sched. 1 Form (Design)	Sched. 2 Form (Septic)	Site Plan / Grading Plan	Architectural Dwgs.	Structural Dwgs.	Mech. Or HVAC Dwgs.	E.E.D.S. Forms	Fire Protection /Alarm	Applicable Law Docs.
R-Required at Application O-Optional G-Generated at Application											
Detached House	R	G	R	O	R	R	R	O	R	O	O
Detached House w/ ADU	R	G	R	O	R	R	R	O	R	O	O
Semi-Detached	R	G	R	O	R	R	R	O	R	O	O
Semi-Detached w/ ADU	R	G	R	O	R	R	R	O	R	O	O
Duplex, Triplex, or Multiplex	R	G	R	O	R	R	R	O	R	O	O
Additional Dwelling Unit (ADU) (Finished Basement Apartment)	R	G	R	O	R	R	O	O	O	O	O
Group Home	R	G	R	O	R	R	R	R	R	R	O
Model Home	R	G	R	O	R	R	R	O	R	O	O
Townhouse / Row House*	R	G	R	O	R	R	R	O	R	O	O
Townhouse w/ ADU	R	G	R	O	R	R	O	O	R	O	O
Townhouse (Back-to-Back)	R	G	R	O	R	R	R	O	R	R	O
Condominium	R	G	R	O	R	R	R	O	R	O	O
Sunroom	R	G	R	O	R	R	O	O	O	O	O

\* Stacked Townhouse or Apartment Buildings applications under 'Larger Residential Applications'.

<b>Accessory Buildings</b> (New, Addition, or Renovation)  <b>R-Required at Application</b> <b>O-Optional</b> <b>G-Generated at Application</b>	Owner Declaration or Agent Authorization	Permit Application Form	Sched. 1 Form (Design)	Sched. 2 Form (Septic)	Site / Grading Plan	Architectural Dwgs.	Structural Dwgs.	Mech. Or HVAC Dwgs.	E.E.D.S. Forms	Applicable Law Docs.
Detached ADU	R	G	R	O	R	R	R	O	R	O
Deck or Low Platform	R	G	R	O	R	R	O			O
Gazebo (Single Storey)	R	G	R	O	R	R	O			O
Pool House	R	G	R	O	R	R	O	R		O
Porch (Covered or Uncovered)	R	G	R	O	R	R				O
Shed or Greenhouse	R	G	R	O	R	R				O
Garage or Vehicle Shed	R	G	R	O	R	R	O	O	O	O
Carport or Porte-Cochère	R	G	R	O	R	R	R	O	O	O

Once application review begins, further information or required document uploads may be requested through an email notification. Listing above is not exhaustive, and may vary with specific application. Most fillable forms or documents below are available on the [Building Permits](#) section of our website.

**1. Permit Application Form:**

This document will be generated through the online application process itself, allowing for download and later upload/submission within the application portal.

**2. Schedule 1:**

Designer Information form completed for each discipline of construction being undertaken, (e.g., Arch. construction drawings, HVAC design, Engineered floor joist or truss layouts, etc.) or indicating an exemption (e.g., Homeowner, professional Engineer, or Architect.) Fillable Schedule 1: for “Homeowner exemption” is also available.

**3. Schedule 2:**

Sewage System (Septic) Designer Information form completed, if required.

**4. Owner Declaration or Agent Authorization Form** (confirmation of property ownership):

Complete one fillable form for each property owner, and save/upload each.

**5. Site Plan/Grading Plan** (Scaled/Coordinated plans showing):

- Property/Lot with all property lines, and easements fully dimensioned and shown.
- Lot size and distances from the proposed buildings to all property lines and any adjacent buildings or site features (e.g., retaining walls, wells, septic tanks or beds, etc.).
- All existing and proposed structures, labelled as existing, proposed or demolished (e.g., house, garage, sheds, decks, porch etc.).

- Indicate the number of existing and proposed parking spaces (ADU's have additional parking requirements).
  - All above ground electrical conductors or transformers on the site, or if property is adjacent to a hydro tower corridor, approval from Hydro-One for the clearances.
- 6. Architectural Construction Drawings** (Scaled/Coordinated plans showing):
- Plan view of structures with overall dimensions and area indicated for all levels.
  - Elevations from all sides showing grade location, floor height above grade, wall height, roof height, roof slope, all materials (roof, cladding, etc.), and window and door locations and sizes.
  - Cross-section through the wall or deck, from footings to roof, noting all materials in the foundation, wall and roof assemblies. (Drawing Reference Package examples on website).
  - For additions or new dwellings or houses, include plan of roof framing sizes, direction, span and spacing, door and window opening locations, sizes, and lintel sizes.
  - If framing a floor, a separate plan showing the floor framing is also required.
  - For renovations include existing and new layouts for confirmation and comparison.
- 7. Structural Construction Drawings** (Scaled/Coordinated plans showing):
- Plan view of structures with overall dimensions and area indicated for all levels.
  - For additions or new dwellings or houses, include layout plan of roof framing sizes, direction, span and spacing, door and window opening locations, sizes, and lintel sizes.
  - Label all materials, members, anchors, hangers, etc.
  - Professional Engineering (Ontario) Stamped/Signed.
  - Structural/Soils retaining wall engineering info. if applicable.
  - Footing and foundation materials and sizes.
  - Submit supporting structural calculations as required.
  - If framing a floor, a separate plan showing the floor framing is also required.
- 8. Mechanical HVAC Construction Drawings** (Scaled/Coordinated plans showing):
- Stamped Professional Engineering Design Documents (P. Eng. Ontario).
- 9. Energy Efficiency Design Summary EEDS** (where applicable, calcs. based on building type):
- Documents indicating the designed thermal and energy performance of the building.
- 10. Applicable Law Documents & Approval** (permit obtained from other agencies, when required):
- TRCA (Toronto Region Conservation Authority)
  - CLOCA (Central Lake Ontario Conservation Authority)
  - MTO (Ministry of Transportation)
  - MHAC (Municipal Heritage Advisory Committee)
  - MMAH (Ministry of Municipal Affairs & Housing)
  - DRHD (Durham Regional Health Department)

**11. Additional Documents:**

These can be submitted along with your application by uploading them in the appropriate supporting document type category (after you upload all the required documents) or later within the permit under the 'My Applications' tab.

- For additions or new dwellings/houses, include detailed heating, ventilation and air conditioning drawings (HVAC) with your submission.
- For walk-up or new basement stairs/entrances, include professional Structural Engineered stamped drawings and a general review commitment form document with your submission. (Forms are available on our website)

Additional information, links, and reference material can also be found on the Building Permit section of our website, or contact us in Building Services directly at 905.420.4631.